State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 7.6

Subject:	Assignment of Computers and Related Equipment
Authority:	TCA 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

The Department of Children's Services (DCS) Office of Information Systems (OIS) shall maintain a standard and coordinated process for the assignment of computers and related equipment.

Purpose:

To ensure that:

♦ All computers and related equipment are assigned properly.

♦ All personnel know the process for the assignment of computers and related equipment.

♦ Proper authorization is obtained before any assignment or movement of computer or related equipment.

♦ Each division associated with assignment of computer or related equipment has clearly defined roles and responsibilities.

Procedures:

A. Roles and responsibilities	**1. Finance and Program Support**
	a) **Budget Director** - Provide complete, accurate and timely information on all personnel approved to have computers and related equipment to the OIS when positions are established. Established positions are defined as having a valid position and sequence number approved by the Budget Director for computers and or related equipment. This includes both State and Contractor positions.
	b) **General Accounting Director** – Acts as approving authority for any requests by the OIS to transfer computers and related equipment from one funding Pool to another funding Pool.
	c) **Support Services** - State Property Officer is responsible for updating funding information on the State's inventory system, ***Property of the State of Tennessee*** **(POST)**, for all approved Pool transfers of computers and related equipment.

	2. Regional Property Officers or Central Office Administrative Employees
	a) Responsible for requesting all **new** computers and or **new** related equipment assignments from the OIS Asset Management unit.
	b) Responsible for requesting **any and all** existing computer and/or related equipment moves or reassignments through the OIS Asset Management unit.
	c) If cabling is required please refer to DCS Administrative Policies and Procedures ***7.15, Computer Network and Cabling Services.***
	3. Office of Information Systems
	a) **Asset Management -**
	♦ Tracks pool assignment of computers and related equipment.
	♦ Tracks all sequence numbers for positions authorized by the DCS Budget Office to have computers and related equipment.
	♦ Approves all computers and related equipment assignment/reassignments ensuring the asset and person are in the same funding pool.
	b) **Desktop Services (DSE) -** Desktop Services is responsible for preparing computers and associated equipment for **all** moves (even from one cubicle to another), setting up computers and associated equipment at the new location and moving computers on a limited scale. Moving companies must perform large-scale moves with the desktop support engineer performing the re-connection.
B. Requesting new computers and/or new related equipment	1. The Property Officers or Central Office Administrative Employees must request computers for new staff that are approved to have a computer, regardless of whether a new computer is purchased or an existing computer is transferred. An e-mail will be sent to *"EI DCS Asset Management"*, a GroupWise post office box that is monitored by all asset management staff.
	2. Asset Management will notify (by e-mail) the DCS Budget Office of requests if approval from that office is not documented. The Budget Officer will either approve or deny requests based on funding and send this decision by e-mail to the *"EI DCS Asset Management"* GroupWise mail box. Asset Management will notify the customer by e-mail that the request has been sent to the Budget Officer.
	3. If **denied**, Asset Management will notify the Property Officers or Central Office Administrative Employees and cancel the request.
	4. If **approved**, Asset Management will follow the standard process for ordering computers and related equipment.
C. Reassignment/ movement of all existing computers and/or related	1. The Property Officers or Central Office Administrative Employees must request **all** movement or reassignments of existing computers and related equipment through e-mail to the Office of Information Systems Asset Management unit.

equipment	2. Asset Management will:
	a) Verify the pool that the equipment is associated with.
	b) Verify the pool of the <u>sequence number</u> of the employee requested for assignment to the equipment.
	c) Determine prioritization based on a statewide need and escalate when necessary to the appropriate executive director and/or director.
	3. **If approved**:
	a) Asset Management will assign a DSE to setup the computers and related equipment for the new assignment or reassignment in accordance with instructions associated with form ***CS-0349 Transfer of State Equipment***.
	b) Asset Management will inform the DCS Property Officer in the office of Support Services of all equipment moves by providing copies of form ***CS-0349 Transfer of State Equipment.,*** to update the State's POST system.
	4. **If denied**: Asset Management will:
	a) Document the disapproval of the request.
	b) Notify requester of the decision and the reason for disapproval.
	c) Provide the requester with alternatives and the associated processes when applicable.
D. Assignment Pools	1. Assignment pools are set up by grant allocation and funding source.
	2. Computer equipment is assigned to a pool at the time of purchase based on the positions sequence number it is purchased for.
	3. Transfer of computer equipment from one funding pool to another requires the approval of the General Accounting Director.

Forms:	***CS-0349, Transfer of State Equipment***

Collateral Documents:	*None*